

Position Description

POSITION TITLE:	Senior Assets Officer
DEPARTMENT:	Engineering Services
SECTION:	Assets
CLASSIFICATION:	Band 3 Level 2 Grade 14
REPORTS TO:	Manager Assets
DATE OF LAST REVIEW:	21 May 2024

PURPOSE OF THE POSITION

- Responsible for the collection, input and reporting of Council's as constructed assets, into Council's Asset Management System.
- Undertake the development of Asset Management Plans for all Council assets
- Undertake the assessment of the condition of Council's assets
- Assist in the financial and long term planning of the assets
- Capture, input, review and update asset data in accordance with asset management system
- Working within Council's mobility tool to record asset maintenance and defect activities
- Assist with the development of an Asset Management Strategy
- Deliver actions identified in the Asset Management Strategy
- Inspect Council assets and raise maintenance works defects
- Review and correct data to ensure Works Staff have the required information to plan and carry out the maintenance task.
- Report on maintenance data, so that trends in maintenance requirements can be identified.
- Develop processes to integrate data into a single Asset Management System for Strategic Planning and Asset Management Reporting requirements.
- Identify damage to Council assets due to events outside of natural wear, and process the resultant data for the purpose to submit to external agencies in support for compensation claims
- Inspect private works on public lands, to ensure compliance with standards.
- Manage and deliver assigned projects in a timely manner.
- Liaise with customers in regards to their request for services or complaints

SELECTION CRITERIA

Essential

1. Qualifications in Civil Engineering, Asset Management or Accounting and/or relevant industry experience
2. Demonstrated experience in asset inspections and an understanding of asset defect causes with ability to score and sort asset defects into a prioritised list
3. Demonstrated experience in the use of handheld GPS equipment for asset collection or in surveying using Total Stations or similar equipment.
4. Demonstrated high level communication skills
5. Experience in delivering projects.
6. Understanding of capital project accounting and auditing
7. Understanding of WHS
8. Current drivers licence

Desirable

9. Post graduate qualifications in Asset Management or financial accounting
10. Demonstrated experience in asset management for a wide range of infrastructure assets.
11. Experience with asset management systems.
12. Experience in GIS software packages, preferably ESRI.
13. Experience in database data entry and querying.
14. Experience inspecting infrastructure assets (eg roads, playgrounds, footpaths, storm water drainage etc)
15. Experience with traffic facilities
16. Experience in local government
17. Experience and ability to research and provide input into policy
18. IPWEA Professional Certificate in Asset Management

KEY RESPONSIBILITIES

Operational Management	<ul style="list-style-type: none">• Manage Council's Customer Requests system (DATASCAPE) through the inspection of complaints or requests for work received from the general public, internal reporting and Councillors.• Effectively liaise and communicate with external organisations and stakeholders for all assets.• Provide timely and accurate reporting and information on assets• Ensure that records are kept up to date.• Assist with the day to day operations of the Assets section.• Prepare, review and update operational procedures, manuals, plans etc.• Develop, apply and report on grants
Asset Management	<ul style="list-style-type: none">• Assist with the development and execution of an Asset Strategy• Develop and maintain the Asset Management Plan for all Council assets• Assist with the preparation of annual and long term budgets for operations, capital and renewal of infrastructure assets• Assist with development of Asset Management Policies and Procedures• Assist with the development of Engineering Standards for assets• Assist with the development of developer contribution plans• Carry out regular asset and condition inspections on assets• Receive, record, and respond to requests for maintenance including repairs.• Ensure condition assessments are reported against the asset in Council's Asset Management System• Ensure the collection of new asset information and is entering into Council Asset Management System (AMS)• Collect and document demand data for assets e.g. traffic count• Undertake validation of existing asset information held within Council's AMS• Undertake Capitalisation of Assets• Collaborate with Council's Finance Unit on accounting for assets
Maintenance Management System	<ul style="list-style-type: none">• Ensure a link between Council's Maintenance Management System (MMS) and AMS• Prepare ad hoc reports for staff, management and liability claims• Process data related to Council's Maintenance Operations to inform future programs• Process information into REFLECT relating to the management of Council's assets
Project Management	<ul style="list-style-type: none">• Undertake project management for maintenance and renewal works.• Arrange for engineering designs, contract documentation and estimates for maintenance, and renewal projects.• Supervise contracts, consultant engagements and day labour.
Administration	<ul style="list-style-type: none">• Monitor and report on any compliance issues in relation to safety policies, systems, procedures, regulations and standards relating to infrastructure assets.• Undertake preparation of documents, project scheduling, resource allocations and monitoring of project expenditure.• Prepare correspondence and reports• Co-ordinate with service authorities such as energy and telecommunications service providers and SafeWork NSW.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm Participate in development of safe work methods and risk assessments with your supervisor when required; Actively participate in WHS inductions and training when required; Wear personal protective equipment (PPE) in the prescribed manner and when specified; Participate in workplace inspections if required; Take care of any plant or equipment of any kind, including computer and other telecommunication devices; Participate in emergency preparedness training, including any required knowledge for business continuity plans Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. Report all injuries/illnesses to the General Manager (or delegate) immediately; If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Operations procedures are up to date and comply with regulations
- Enquiries, reports, investigations and correspondence are acted upon within an acceptable time
- Tasks and projects are completed on time, within budget and in accordance with the required standard
- Asset plans and annual reports are completed to the required standard
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- AMS is up to date
- A positive image of Council perceived in the workforce and community
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.
- Compliance with the requirements of the Work Health and Safety Act.
- Minimal duplication of duties
- Efficient utilisation of resources
- Public infrastructure assets are maintained within set budgets and standards

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: